



## Vacancy Notice

14 February 2020

### **EXTERNAL VACANCY ANNOUNCEMENT No: 20/HCR/KGL/VN/042**

Title of Post: Senior Shelter Assistant under UNOPS  
Duty Station: Kabarore, Field Unit  
Type of contract: Individual Contractor (LICA5)  
Duration of assignment: Initially up to December 2020  
Entry on Duty: Immediate  
Closing date of application: **28 February 2020**

#### **ORGANIZATIONAL CONTEXT**

Under the direct supervision of the Associate Physical Site Planner based in Branch office working close with the Head of Field Office/Field Unit at Kabarore FU in collaboration with Head of Field Unit, the incumbent will be based in Kabarore FU and will be required to travel to Nyabiheke refugee camp, or assigned mission to support other camps, reception centers and urban areas. Snr Shelter Assistant will support further development and continuity of the shelter activities and other infrastructures project activities at the camp level and host community projects funded directly by UNHCR.

Finally, the incumbent with the help of Associate Physical Site Planner will be responsible for ensuring that UNHCR standards are maintained in shelter construction, monitor the work of construction companies, take care of the maintenance of the structures already built and monitor the numerous constructions undertaken within the signed camp.

#### **FUNCTIONAL STATEMENT**

##### **Accountability:**

- UNHCR Office has enough service support in the field of shelter/construction thus better able to address technical issues related to shelter projects and meet the needs of persons of concern which shall be done under direct implementation according to shelter SOPs.

##### **Responsibility:**

- At field level, assist the UNHCR Associate Physical Site Planner or Head of Field Office to implement clear guidance and standards for shelter, including minimum standards to meet basic and essential needs.
- Assist in carrying out technical assessments of the construction of new construction; rehabilitation/maintenance works (i.e. shelter/communal structures/roads/drainage works) in priority locations that have been identified by the camp administration and /or the joint MFT team.
- Assist the respective Field Office/Field Unit in shelter monitoring, coordinate all shelter and infrastructure activities within the camp; working closely with the existing refugee structures (leaders and shelter committees) to support on shelter interventions
- Assist UNHCR Associate Physical Site Planner to monitor the implementation of projects under the area of responsibility.
- Coordinate daily need assessment on shelter within the camps
- Participate on all shelter related meetings, compile reports or minutes on weekly/monthly basis
- Assist in verifying any BoQs, execution plan, including defining the scope of works, technical drawings and specifications for internal analysis.
- Support supply in the market analysis of locally available construction materials and skills, promoting the use of local capacity as appropriate.
- Support Field Office in monitoring WASH activities within the camps and to ensure all related WASH services conform to UNHCR standards
- Play major role in Multi-functional Team during all stages of programme cycle

- Regularly report on work progress of various activities and preparation of SitRep (weekly and monthly).
- Perform other related duties as required.

#### **Authority**

- Liaise with Shelter committee (Refugee leaders, MINEMA, UNHCR MFT, Shelter committee members, Government agencies) on behalf of UNHCR.
- Participate in monitoring of the implementation of shelter activities.

#### **ESSENTIAL MINIMUM QUALIFICATIONS AND EXPERIENCE**

- Completion of secondary education with post-secondary certificate/training courses in shelter related fields.
- Minimum 3 years of relevant working experience, including collaboration with different international organizations (e.g. UN agencies, Red Cross Movement, INGOs, IOs or Donors).
- Excellent knowledge of English and good knowledge of French.
- Knowledgeable on the use of engineering software's i.e. AutoCAD, ArchiCAD etc.
- Managing Resources
- Analytical thinking.
- Technological Awareness.
- Planning and Organizing.

#### **DESIRABLE QUALIFICATION & COMPETENCIES**

- Knowledge of UNHCR standards and criteria for site selection, as well as issues related to shelter, protection, WASH, environment, land property issues etc. will be an asset.
- Good knowledge about construction of buildings. Any specific additional knowledge about electricity work, water and sanitation system will be an asset.
- Good knowledge of site surveying and experience in undertaking related topography assessments/ feasibility studies for site identification and environmental impact studies whilst using surveying tools (including GPS equipment, GIS software).
- Capacity to work with multi sectorial teams to ensure that relevant issues related to the site/settlements planning are taken into consideration such as the development/maintenance of various infrastructures required.
- Willingness and ability to work in hardship environments.
- Computer literacy in MS Office and other relevant software to produce digital maps, site plans, layout and technical drawings.

#### **SUBMISSIONS OF APPLICATIONS**

If you wish to be considered for this vacancy, please submit your application on <http://rwanda.unhcr.io> by **28 February 2020**

Shortlisted candidates may be required to sit for a test. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, color or ethnic and national origins, religion or belief, or sexual orientation.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees). Should you be asked for a fee or a benefit at any stage of this process, please report your concern to UNHCR's Investigation Service ([inspector@unhcr.org](mailto:inspector@unhcr.org)).